

CORE Expenditure Report Procedures

General

- In order to receive funds from DWD, a grantee must have a valid contract and submit the appropriate CORE expenditure report.
- If you are receiving a DWD grant for the first time, **or if your banking information has changed**, it is necessary to submit an ACH set-up form in order to receive payments. A link to this document can be found here: http://dwd.wisconsin.gov/dwd/forms/adm/fis_14393_e.htm

Expenditure Report Forms

- Only use the latest version of the CORE expenditure report form. Be sure to check our Grant Administration page to ensure you are using the most recent copy of the form.
- Do not add or delete any lines to the reports or change the format (i.e. size of the cell).
- The CORE system can only upload the first worksheet tab from an Excel file; do not add extra tabs to the file you submit.
- If there is an error on your expenditure report (i.e. the wrong number was entered in one of the fields) you must submit a full, new report. **Do not only re-submit the corrected field.**

DWD will return the report to the grantee to revise if information was entered into incorrect cells. The grantee is responsible to quickly revise the form and resubmit the form to DWD, or payment may be delayed.

Naming the File

- Your expenditure report should be saved using the following format:
 - [Grant CORE Code] [Grant Correspondence ID] [Program Month] [Program Year].xls**
- For example, Badger Grants July Report would be saved as:
 - "ZZ FF114ML0000 07 2014.xls"

Header Information

In order for CORE to upload your report, accurate information must be entered in the green and yellow highlighted cells as seen below:

A	B	C	D	E	F
Grantee Name Badger Company	Grantee Contact Name Bucky Badger				Grantee Contact Phone Number 608-555-5555
CORE Grant Code (2 characters, not your FEIN) ZZ	- for DWD use only - DEXP MISC				Grantee Contact Email bucky@badgercompany.com
Final Report: (Type YES or NO in cell A10) Yes or No	Reporting Period:		Month 4	Year 2014	Grantee Contact Fax
Grant Project Title Badger Training Program					Grant Correspondence ID FF114ML0000

Please verify the following items on your report forms' header:

- Grantee name listed in cell A6.
- 2-character CORE Grant Code entered in cell A8 (this code can be found on your contract)
- Indicate if the report is Final (yes or no) in cell A10
- The **Month** in cell D10 must be numeric (e.g., 1, 10, etc.).
- The **Year** in cell E10 must be **4-digits** (2007 not 07).
- List contact information for the individual who will be able to answer questions about this report. Please include the individual's email address and phone number.

Entering Expenditures into the Report

				F	H
LINE CODE NAME	Program Code	Class Code	CORe Line Code	Expenditures	Description of Activities related to incurred expenses
PROGRAM COSTS					
Program/Curriculum Development	7400	03	2-	7400	
Instruction	7401	03	2-	7401	
Instructional Materials	7402	03	2-	7402	
Facility (off-site)	7403	03	2-	7403	
Supplies and Operating Expenses	7404	03	2-	7404	
Consultant/Contractual	7405	03	2-	7405	
Travel	7406	03	2-	7406	
Meals and Lodging	7407	03	2-	7407	
Other	7408	03	2-	7408	
Administration Costs	7409	03	2-	7409	
Program Total				0.00	
LOCAL MATCHING FUNDS	7499	03	2-	7499	
Save file as: "[Grant CORe Code] [Grant Correspondence ID] Program month Year.xls" For example Badger Grant's July Report would be saved as "ZZ FF####X#### 07 2014.xls" Using the above file name as the Subject line, submit this form via email to: WFFGrants@dwd.wisconsin.gov Retain One Copy for Grantee Records					
DATE SUBMITTED					
The submission of this report certifies that the expenditures identified here, claiming state reimbursement, are true and correct in the amounts stated, have not been reimbursed previously, and represent actual and necessary costs of administering provisions of the contract.					
RS-17579-E (N. 03/2014)					

Please enter the following information into your Expenditure Report:

- Enter the amount of each expenditure on the appropriate yellow highlighted line in column F.
 - All dollar amounts entered must include 2 decimals (e.g., 255.54)
- In column H, provide a description of the activities related to each expense listed in column F.
 - For each expense over \$500, a receipt or invoice must be attached to the email containing the expenditure report. All lesser expenses must be itemized in a separate Excel spreadsheet and attached.**
- Please enter the **total expenditure** for matching funds in the light blue highlighted cell F45. Additionally, in the adjacent light blue highlighted cell H45, please provide a description of each constituent expense making up the total match.
 - For each expense over \$500, a receipt or invoice must be attached to the email containing the expenditure report. All lesser expenses must be itemized in a separate Excel spreadsheet and attached. Please itemize employee pay and benefit expenses used as matching funds and (e.g., do not provide pay stubs for each employee even if wages/benefits exceed \$500) detail any in-kind matching in an Excel spreadsheet.**

A single Excel workbook may be submitted that includes all of the above necessary documentation for the expenditure report. Each line item of expenditure should be included in a separate worksheet and labeled by type (supplies, match, etc.). The file should be saved as [Correspondence ID] Support [Month] [Year].

Emailing Reports

- Before emailing your report and attachments to DWD, review your report to ensure your data is accurate.
- The email subject line **must** be labeled as follows: [Correspondence ID] [Grantee Name] [Month] [Year]. For example, Badger Grant's July Report would have the subject line:
 - "FFxxxxxxxxx Badger 07 2014"
- Send only **one worksheet** per spreadsheet file. The CORe system cannot read multiple tabs in an Excel file.
- Please send your email to WFFGrants@dwd.wisconsin.gov
- Do not forget to include any necessary attachments (separate Excel spreadsheets containing itemizations, receipts, invoices, etc.).**

By emailing your completed report to DWD you are certifying that the expenditures identified in the report for state reimbursement are true and correct in the amounts stated, have not been reimbursed previously, and represent actual and necessary costs of administering provisions of the contract.